

**Enrolled Minutes of the Twenty-Sixth Regular or Special Meeting
For the Twenty-Eighth Highland Town Council
Regular Meeting
Monday, January 09, 2017**

Study Session. The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, January 09, 2017 at 6:45 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council reviewed and discussed the agenda of the imminent regular meeting.
2. The Town Council discussed the legislative appointments and the readiness for acting on some of them during the meeting.

The study session ended at 7:00 O'clock p.m.

Regular meeting. The Twenty Seventh Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, January 09, 2017 at 7:03 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Bernie Zemen presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Konnie Kuiper reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: Rhett L. Tauber, Esq., Town Attorney; John M. Bach, Public Works Director; Peter Hojnicki, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Cecile Petro, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, were present.

Also present: Patrick Vassar, Assistant Police Chief; George Georgeff, Police Commander; John Banasiak, Deputy Police Commander; Randy Bowman, Assistant Inspector for Electrical Code; and Ed Dabrowski IT Director (Contract) were also present.

Hon. Pat Krull of the Highland School Town Board of Trustees was also present.

Minutes of the Previous Meetings: The minutes of the regular meeting of 28 December 2016 were approved by general consent.

Special Orders:

1. Election of the **Town Council President** for 2017 pursuant to § 2.05.040 of the Highland Municipal Code.

Councilor Herak moved that Dan Vassar be elected Town Council President. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor **Dan Vassar** was elected 66th President of the Town Council. Councilor Zemen then passed the gavel to Councilor Vassar and he assumed the chair.

2. Election of the **Town Council Vice President** for 2017, pursuant to § 2.05.040 of the Highland Municipal Code.

Councilor Zemen moved to elect Councilor Steve Wagner as Vice President. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives, the motion passed. Councilor Steve Wagner was elected Vice President.

Staff Reports: The following staff reports were received and filed.

• **Building & Inspection Report for December 2016**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	4	0	4	\$510,886.00	\$6,508.50
Signs:	4	0	4	\$33,089.00	\$1,168.50
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	31	31	0	\$290,302.00	\$4,841.00
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	0	0	0	\$0.00	\$0.00
Decks & Porches:	1	1	0	\$12,700.00	\$302.00
Fences:	2	2	0	\$5,160.00	\$190.00
Swimming Pools:	0	0	0	\$0.00	\$0.00
DrainTile/ Waterproofing:	3	3	0	\$18,931.00	\$406.00
Miscellaneous	0	0	0	\$0.00	\$0.00
TOTAL:	45	37	8	\$871,068.00	\$13,416.00
Electrical Permits	11	7	4		\$1,426.50
Mechanical Permits	21	13	8		\$1,552.50
Plumbing Permits	7	6	1		\$552.50
Water Meters	1	0	1		\$230.00
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
TOTAL Plumbing:	8	6	2		\$782.50

December Code Enforcement:

Investigations: 116
Citations: 19

December Inspections:

Building: 24 Electrical: 28 Plumbing: 17 HVAC: 10
Electrical Exams: 0

• **Fire Department Report for December 2016**

	Month	2 nd half of year
General Alarms	16	64
Still Alarms	07	25
Paid still alarms	28	160
Total:	51	

• **Workplace Safety Report for December 2016**

There was one incident to report for November. The following incident summary was filed:

Department	Injuries this Month	Year to Date 2016	Total in 2015	Restricted Days 2016	Lost Workdays This Year (2016)	Restricted Days Last Year (2015)	Lost Workdays Last Year (2015)
Parks	0	1	1	12	0	0	0
Fire	1	1	0	0	0	0	0
Police	2	6	1	2	21	0	0
Street	0	1	2	0	0	0	0
Water & Sewer	0	6	4	14	0	5	0
Maint.	0	1	0	0	0	0	0
Other	0	0	1	0	0	0	0
TOTALS	3	16	9	28	21	5	0

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

Appointments:

• **Statutory Boards and Commissions**

Executive Appointments (May be made in meeting or at another time)

- 1. Waterworks Board of Directors:** (2) appointments to be made by Town Council President. (Note: Currently serving Keith Bruxvoort (R), and George Georgeff (D)). Mr. Bruxvoort has indicated that he no longer wishes to be considered. Current composition of the board is three Republicans and two Democrats. No more than three of any one party under state law.

The Town Council President announced his reappointment of **George Georgeff** to the Board of Waterworks Directors.

- 2. Board of Sanitary Commissioners:** (2) appointments to be made by Town Council President. (Note: currently serving, Richard Garcia (D) and Greg Cieslak (R)). Current composition is three Republicans, one Democrat and one vacancy. Current law provides no more than three of any one party.

The Town Council President announced his reappointment of **Richard Garcia** and **Greg Cieslak** to the Board of Sanitary Commissioners.

Regional Statutory Commissions or Boards

- 3. Northwestern Indiana Regional Planning Commission (NIRPC):** (1) appointment to be made by Town Council President. (Note: ***No action is necessary*** as the appointment continues unless the Town Council President wishes to change appointment. Appointee must

be an elected official of the community represented. Currently serving, Michael Griffin. He is completing term as Vice Chair and is presently nominated to the Chair of the Commission.)

Council President Vassar acknowledged that the currently serving appointment was in line to become the Chair. He expressed no desire to make a change and no action was taken.

- 4. Town Representative to the Lake County Public Safety Communications Commission.** Pursuant to Lake County Ordinance No. 1362A-2, the Town of Highland is a Group A municipality, so the appointment is an Executive appointment. Initially it was **for a transitional term, effective January 1 through December 31 2016**. Thereafter terms are four years. Currently held by William R. Timmer, Jr., CFOD

The Town Council President announced the re-appointment of **William R. Timmer, Jr.** CFOD, Highland Fire Chief, to the Lake County Public Safety Communications Commission.

Legislative Appointments

- 1. Municipal Plan Commission** (3) appointments to be made by Town Council. (Note: Appointee may be elected or appointed officials or employees of the Town. Currently no vacancies. **No action necessary** as incumbents continue to serve unless the legislative body acts to change. Currently serving: Bernie Zemen (Elected Official); Douglas Turich (employee); Joseph Grzymyski (employee))

Councilor Herak moved seconded by Councilor Wagner to make no changes to the legislative appointments on the Plan Commission. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. No changes were made to the legislative appointments.

- 2. Advisory Board of Zoning Appeals** (1) appointment to be made by Town Council as the Fiscal Body of Unit. (Note: Currently held by David Helms)

Councilor Wagner moved, seconded by Councilor Zemen to reappoint **David Helms** to the Advisory Board of Zoning Appeals. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. **David Helms** was reappointed for an additional four-year term.

- 3. Park and Recreation Board** (1) appointment to be made by Town Council. (Note: Currently serving Carlos Aburto (D).)

Councilor Herak moved, seconded by Councilor Wagner to reappoint **Carlos Aburto** to the Park and Recreation Board. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. **Carlos Aburto** was reappointed to an additional four-year term.

- 4. Town Board of Metropolitan Police Commissioners** (2) appointments to be made by Town Council. (Note: currently serving Terry Krooswyk (D)) (Fulfilling the now expiring term of late James Turoci)

Councilor Kuiper moved seconded by Councilor Wagner the reappointment of **Terry Krooswyk** to the Town Board of Metropolitan Police Commissioners. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. **Terry Krooswyk** was reappointed to a three-year term.

Regional Statutory Commissions or Boards

- 5. Lake County Solid Waste Management District Board of Directors** (1) appointment to be made by Town Council. (Note: currently held by Steve Wagner.

*Must be a member of the Town Council. Term is co-extensive with term of councilor. **No action necessary** unless the Town Council wishes to change the appointment as the term continues until acted upon or status changes as a legislative body member)*

Councilor Wagner moved seconded by Councilor Herak the appointment of **Councilor Bernie Zemen** to the Lake County Solid Waste Management District Board of Directors. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. **Councilor Bernie Zemen** was appointed to the Lake County Solid Waste Management District Board of Directors for a term co-extensive with his term on the Town Council unless the Town Council wishes to change the appointment.

Home Rule Commissions

- 6. Town Theatre Board of Directors.** (1) appointment of two that the town Council has to the board. 3-year term. *Currently serving is Keith Bruxvoort.*

Councilor Kuiper moved, seconded by Councilor Zemen, the reappointment of **Keith Bruxvoort** to the Town Theater Board of Directors. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. **Keith Bruxvoort** was reappointed for a three-year term.

Executive Appointments by custom

The Town Council President announced the following assignments for liaisons and committees:

Bernie Zemen	Chamber of Commerce Co-Liaison; IT Liaison.
Mark Herak	Board of Waterworks Directors, Liaison Board of Sanitary Commissioners, Liaison Community Events Commission, Liaison Budget Committee Chairman
Steve Wagner:	Advisory Board of Zoning Appeals Liaison; Redevelopment Commission liaison.
Konnie Kuiper	Fire Department, Liaison; Town Board of Metropolitan Police Commissioners Liaison; and Chamber of Commerce Co- Liaison;
Dan Vassar:	Town Executive (I.C. 36-1-2-5-(4); I.C. 36-5-2-2; I.C. 36-5-2-7) Board of Trustees of the Police Pension Fund, Chair (By law) Park and Recreation Liaison.

Unfinished Business and General Orders:

- 1. Proposed Ordinance No. 1642:** An Ordinance to Amend HMC Section 3.45.128 Establishing a LOIT Special Distribution Fund Pursuant to IC 36-1-3 and Public Law 126-2016, codified as IC 6-3.6-9-17 and Enacting a New Section 3.45.129 Creating Community Crossing Grant Capital Fund.

Councilor Herak introduced and moved the consideration of Ordinance No. 1642 at the same meeting of introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered on the same evening of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1642 at the same meeting of introduction. Councilor Zemen seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same evening of its introduction.

**ORDINANCE NO. 1642
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE TO AMEND HMC SECTION 3.45.128 ESTABLISHING A LOIT SPECIAL DISTRIBUTION FUND PURSUANT TO IC 36-1-3 AND PUBLIC LAW 126-2016, CODIFIED AS IC 6-3.6-9-17 AND ENACTING A NEW SECTION 3.45.129 CREATING COMMUNITY CROSSING GRANT CAPITAL FUND.

- WHEREAS**, The Town Council is the fiscal body of the Town of Highland;
- WHEREAS**, IC 36-5-2-9 provides that the legislative body may adopt ordinances and resolutions for the performance of functions of the town; and,
- WHEREAS**, IC 36-1-3-4 provides that the powers units have under IC 36-1-3-4(b)(1) are listed in various statutes, further noting that these statutes do not list the powers that units have under IC 36-1-3-4 (b)(2); therefore, the omission of a power from such a list does not imply that units lack that power; and
- WHEREAS**, IC 36-1-3-4 further provides that a unit has all powers granted it by statute as well as all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute;
- WHEREAS**, The Town has received a special distribution authorized by Section 3 of Public Law 126-2016 and informed by a guidance memorandum from Paul D. Joyce, the State Examiner, and Chair of the State Board of Accounts, regarding the disposition of the proceeds from the special distribution, and their authorized uses;
- WHEREAS**, The Town has received a special distribution authorized by Section 3 of Public Law 126-2016, which is in the amount of five hundred seventeen thousand, thirty-four dollars and seventy-eight cents (\$517,034.78), of which seventy-five percent (75%) of the distribution must be deposited into a special fund and must only be used for the purposes of road resurfacing, maintenance, restoration, or rehabilitation;
- WHEREAS**, The Town has received a special distribution authorized by Section 3 of Public Law 126-2016, which is in the amount of seventeen thousand, eight hundred seventeen dollars and eighty-seven cents (\$17,817.87) for the Town of Highland Sanitary District and the proceeds must be deposited into the municipal Rainy Day Fund, and may be used for any lawful public purpose;
- WHEREAS**, The Town has received further authoritative guidance from the Indiana State Board of Accounts regarding the ways and means as well as the fund accounting protocol to support the Local Road and Bridge Matching Grant program;
- WHEREAS**, The Town Council has determined that it would be desirable to establish an additional special fund and to allow the fund to be used for the purposes established in the new law according to the authoritative guidance; and
- WHEREAS**, The Town Council has determined that it is necessary, desirable and of great public benefit, to establish the fund herein referenced to support and carryout the lawful public purposes of the municipality; and
- NOW, THEREFORE, BE IT HEREBY ORDAINED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That **Section 3.45.128 (A)(2)** (subdivisions (c) and (d) are hereby repealed, as follows:

§ 3.45.128 LOIT SPECIAL DISTRIBUTION FUND

(A) *Establishment.* There is hereby authorized, created and established a fund of the Town of Highland, to be called the *LOIT Special Distribution Fund*, pursuant to Section 3 of Public Law 126-2016, codified as IC 6-3.6-9-17.

2. The sources of funding for the *LOIT Special Distribution Fund* includes the following:

- ~~(c) Money derived from state or federal reimbursement grants, matching funds, or contributions for such projects as may be consistent with the objects and purposes of this fund, and the associated grant;~~

~~(d) Such other financial resources as the Indiana General Assembly may authorize from time to time;~~

Section 2. The Highland Municipal Code is hereby amended by adding a new Section, to be numbered **Section 3.45.129** to be entitled: *Community Crossings Grant Fund*, which shall read as follows:

§ 3.45.129 COMMUNITY CROSSINGS GRANT FUND

(A) *Establishment.* There is hereby authorized, created and established a fund of the Town of Highland, to be called the *Community Crossings Grant Fund*, pursuant to I.C. 36-1-8-12 and IC 36-1-3 et seq.;

1. The *Community Crossings Grant Fund* is dedicated and established for accumulating, accounting for and to provide resources to support lawful purposes of the municipality, and such specific purposes as are consistent with the municipal transportation asset management plan that has been approved by the Indiana Department of Transportation and the objectives of the Local Road and Bridge Matching Grant Fund, pursuant to IC 8-23-30;

2. The *Community Crossings Grant Fund* shall be considered a special fund for the purposes of IC 36-1-8-12;

3. The sources of funding for the *Community Crossings Grant Fund* includes the following:

- (a) Money transferred into and deposited in the fund created by this Section from the LOIT Special Distribution Fund, established in Section 3.45.128 of the Highland Municipal Code, the municipal Rainy Day Fund established in Article III of Chapter 3.45 of the Highland Municipal Code and such other local matching resources lawful for application to a particular project;
- (b) Interest earned from the investment of moneys on deposit to the credit of the fund, provided such investments are conducted pursuant to I.C. 5-13-9 et seq.;
- (c) Money derived from state matching or reimbursement grants, particularly those from the Local Road and Bridge Matching Grant Fund authorized in I.C. 7-23-30, other matching funds lawful according to the terms of such grants, or contributions for such projects as may be consistent with the objects and purposes of this fund;
- (d) Such other financial resources as the Indiana General Assembly may authorize from time to time; and,
- (e) Appropriations by the Town Council;

4. The *Community Crossings Grant Fund* is established and remains in effect until such time as the fund is repealed or rescinded by action of the Town Council;

(B) *Purposes, Uses and Permissible Expenditures.* Expenditures from the *Community Crossings Grant Fund* shall be used **exclusively** for the following purposes:

1. To pay for engineering, land acquisition, construction, resurfacing, maintenance, restoration, or rehabilitation of both local and arterial road and street systems;
2. To pay the principal and interest on bonds sold primarily to finance road, street, or thoroughfare projects;
3. To pay any costs required to carryout and support the objectives of the municipal transportation asset plan provided such plan is approved by the Indiana Department of Transportation;
4. To pay for the costs of special projects that meet the previous purposes and are identified in and funded by a matching grant issued from the local road and bridge matching grant fund, under IC 8-23-30;

(C) *Appropriations Required.* Expenditures from the *Community Crossings Grant Fund* may be made only upon appropriation by the fiscal body for the purpose for which the fund is specifically established, in the manner provided by statute for making other appropriations and shall be disbursed only on approved accounts payable vouchers allowed by the legislative body, all pursuant to IC 5-11-10 and IC 36-5-4.

(D) *Investments Authorized.* Money in the *Community Crossings Grant Fund* may be invested provided that the yields from the purchase and sale of any such investments shall be deposited with the fund pursuant to IC 5-13-9 and Chapter 3.40 of the Highland Municipal Code.

(E) *Preservation and Disposition of Fund Assets.* If there is unused and unencumbered cash on deposit to the credit of the *Community Crossings Grant Fund*, after completion of a funded project:

1. **The Town Council shall cause the transfer of the State of Indiana's share of the remaining unused and unencumbered cash to the treasurer of state for deposit in the Local Road and Bridge Matching Grant Fund; and,**
2. The Town Council shall cause the transfer of its pro rata share of the remaining unused and unencumbered cash to the Corporation General Fund;

Section 3. That any and all such ordinances in conflict with the provisions of this ordinance, are hereby repealed and are of no further force or effect. The Clerk-Treasurer shall be authorized to assign appropriate section numbers in support of the **codification** of the particular provisions of this ordinance, where necessary.

Section 4. This ordinance shall become and be in full force and effect from and after the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 9th day of January 2017. Consideration on same day or at same meeting of introduction attained 5 votes in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 9th day of January 2017 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

ATTEST:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. **Action of the Town Council President as appointing authority to consider approval of an Annual Conflict of Interest Disclosure Statement filed by Christine Cash, who, is a Hotel Manager in Lake County.** Ms. Cash is also Highland's appointment to the Lake County Convention and Visitors' Bureau Board of Directors. This filing is pursuant to IC 35-44-1-3.
 - (a) Town Council President as Executive to act. Town Council President Vassar executed his signature and evidenced his approval.
 - (b) Town Council as the governing body of the governing entity to act to accept the disclosure form, if desired. Councilor Zemen moved to approve the filing. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The disclosure statement was approved.
3. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.** Assistant Public Works Director recommends the hiring of **Keith Orban**, to the full-time position of Utility Worker/Driver C in Public Works Department (Agency) at a rate of pay of \$15.40 per hour. This will not increase the full-time workforce greater than the authorized work force strength.

Councilor Herak moved to approve the hiring and appointment of **Keith Orban** to the position as requested. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The hiring and appointment of **Keith Orban** were approved.
4. **Action to approve Letters of Commendation for exemplary public service leading to the award of a single paid day off for 4 workers in the Public Works Department (agency).** Pursuant to Section 4.13 of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. In this case, as the Town Council is also works board for the municipality, its approval alone is all that is required.

The Operations Director requests that the Town Council act favorably on the Letters of Commendation for the following workers, who are selected as Employees of the Month:

- *Michelle Kobeszka, November 2016*
- *Bruce Luyster, December 2016*

Councilor Herak moved the approval of the letters of commendation as requested. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The letters of commendation were approved.

Comments or Remarks from the Town Council:

(For the Good of the Order)

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison*

Councilor Zemen acknowledged the Building Commissioner who offered a cursory survey of the matters before the Plan Commission.

Councilor Zemen commended the Parks and Recreation Superintendent for the Twelfth Night Ceremony.

- **Councilor Mark Herak:** *Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Board of Waterworks Directors.*

Councilor Herak congratulated Councilor Bernie Zemen for his leadership as president. Councilor Herak wished good luck to President Vassar. Councilor Herak also expressed his continuing prayers for Patrol Officer John Swisher.

Councilor Herak acknowledged Public Works Director who offer a survey of waterworks and sanitary board projects.

- **Councilor Steve Wagner:** • *Advisory Board of Zoning Appeals Liaison • Redevelopment Commission Liaison.*

Councilor Wagner thanked the Town Council for electing him Vice President.

Councilor Wagner acknowledged the Redevelopment Director who reported that bids for the Town Theater Redevelopment Project would be received on January 16 at Noon.

Councilor Wagner acknowledged the Building Commissioner who offered a report on matters pending before the Advisory Board of Zoning Appeals.

- **Councilor Konnie Kuiper:** • *Town Board of Metropolitan Police Commissioners, Liaison. • Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper had no report or comments.

- **Councilor President Dan Vassar:** *Town Executive • Chair of the Board of Police Pension Trustees • Liaison to the Park and Recreation Board.*

Councilor President Vassar thanked Councilor Zemen for his year of leadership and thanked the Town Council for its action making him President.

Councilor Vassar acknowledged the Parks and Recreation Superintendent, who offered a brief survey of programs in the Parks and Recreation Department.

Comments from Visitors or Residents:

1. Terry Fuqua, 3042 LaPorte, Highland, noted that he recently transmitted an electronic letter addressed to the Town Council inquiring whether the Redevelopment Department had complied with the statutory procedures for leasing property along Jewett Street in Highland. Mr. Fuqua asked for a response to his inquiry. Mr. Fuqua further inquired whether or not properties were being leased at less than market value.

The Town Council President indicated that he would cause the Attorney for the Redevelopment Commission to respond to his inquiry.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 29, 2016 through January 09, 2017 and the payroll docket for December 23, 2016. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$327,695.58; Motor Vehicle Highway and Street (MVH) Fund, \$22,682.03; Local Road and Street Fund, \$16,789.90; Law Enforcement Continuing Education & Training Fund, \$863.98; Information Communications Technology Fund, \$6,957.20; Solid Waste District Grant Fund, \$112,750.25; Special Events Non Reverting Fund, \$2,200.00; Traffic Violations and Law Enforcement Agency Fund, \$6,429.00; Gaming Revenue Sharing Fund, \$2,105.00; Total: \$498,472.94.

Payroll Docket for payday of December 23, 2016:

Council, Boards and Commissions, \$10,694; Office of Clerk-Treasurer, \$15,432.22; Building and Inspection Department, \$8,769.78; Metropolitan Police Department, \$122,663.65; Fire Department, \$3,713.32; Public Works Department (Agency), \$87,398.29 and 1925 Police Pension Plan Pension Fund, \$63,388.68; Total Payroll: \$312,059.94.

Adjournment of Plenary Meeting. Councilor Zemen moved that the plenary meeting be adjourned. Councilor Kuiper seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, January 09, 2017 was adjourned at 7:31 O'clock p.m. There was no study session following this meeting.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer